

Classification

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					SRB 231	
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	
231 D-SD SEL GRADES					<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
4		Monthly				
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
C P.O.		<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO P-105E				
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
OCS/OPERATIONS						
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21	.57	2.40	12	=	28.80
B. COSTS OF COMPUTER PRODUCED REPORTS						
			3.24	12	=	38.88
TOTAL COSTS PER YEAR						\$67.68
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
14. FUTURE GOALS						
15. PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					<input type="checkbox"/> OTHER (explain)	
					MAN-HOURS	DOLLARS
16. DATE OF INVENTORY						
29 OCT 1970						

STAT